



## SCIENTIFIC COLLECTING PERMIT/AMENDMENT ISSUANCE LETTER

Your Scientific Collecting Permit (SCP) or SCP Amendment is enclosed and must be in immediate possession while collecting. You may not have been authorized for everything requested. Please read carefully the Conditions, Authorizations, and Approvals section of the enclosed permit or amendment and the descriptions of the enclosed Number Authorizations and Mandatory Conditions page.

### VALID DATES OF PERMIT/AMENDMENT AND PERMANENT IDENTIFICATION NUMBER

Your permanent Scientific Collecting Identification Number (SCIN), which is prefaced with SC- followed by six digits, and the valid dates (from and through) of your permit/amendment are both located on the top portion of your permit/amendment in the **DFG USE ONLY** section. The stamp that is affixed to your SCP is used only for DFG internal accounting purposes and **the number and date on the stamp does not apply to the identification or term of your SCP.**

### PRIOR NOTIFICATION OF INTENT TO COLLECT IS MANDATORY

You must notify the Department of Fish and Game regional office at least 24 hours prior to conducting the activity authorized by your SCP in the field. Complete and submit via fax the Notification of Intent to Collect for Scientific Purposes form (FG1379f), which is available online at [www.dfg.ca.gov/licensing/specialpermits/](http://www.dfg.ca.gov/licensing/specialpermits/), to the regional office whose boundaries surround the area where you will be collecting. Use the map on the form to determine the appropriate regional office to contact and fax number to use.

### REPORTING REQUIREMENTS

**You must carry the Report of Specimens Captured or Salvaged (FG 1379a) with your Scientific Collecting Permit and any amendments while collecting.** The report must be filled out immediately upon completion of each collecting trip. The disposition portion of the report may be filled out when final disposition of the animals is known. Section 650(i), Title 14, of the California Code of Regulations (CCR) requires that SCP permittees submit a report within 30 days of the expiration of the permit or upon submitting an application to renew a SCP. The report and instructions for completing it are available at [www.dfg.ca.gov/licensing/forms/](http://www.dfg.ca.gov/licensing/forms/) in a fill and save format. Upon completion of this electronic report, print a copy and attach it to your SCP application or you may send an electronic copy to the License and Revenue Branch at [spu@dfg.ca.gov](mailto:spu@dfg.ca.gov). **Each individual to whom a SCP is issued must provide their own Report of Specimens Captured or Salvaged. If you are not renewing your permit, you are still required to submit a final report within 30 days after of the expiration of your SCP.**

If you do not collect any specimens or collect the same individuals as another permittee, you still need to submit a report. Enter a single line indicating that no specimens were collected or indicate the permittee's name and SCP number for the specimens already reported. **DO NOT DUPLICATE DATA.**

The DFG also requires that you record your field observations of Threatened, Endangered, or Special Concern species for addition to the California Natural Diversity Database. **The California Native Species Field Survey Form**, instructions, and other acceptable formats, including digital, are available at [www.dfg.ca.gov/biogeodata/cnddb/submitting\\_data\\_to\\_cnddb.asp](http://www.dfg.ca.gov/biogeodata/cnddb/submitting_data_to_cnddb.asp).

### AMENDMENTS TO YOUR SCP

If you want to request additional authorizations to your existing SCP or your affiliation changes, or if adding/removing temporary employees or volunteers (for qualified entities), you must complete and submit a Scientific Collecting Permit Amendment Form (FG1379e), which is available online at [www.dfg.ca.gov/licensing/forms/](http://www.dfg.ca.gov/licensing/forms/). **YOU MAY NOT BEGIN NEW COLLECTION ACTIVITY UNTIL YOU HAVE RECEIVED AN APPROVED VALIDATED AMENDMENT.**

Threatened, Endangered, Fully Protected, and Special Concern species are Standard Exceptions to the SCP. These species are identified on the Special Animals List, posted on the Department's web page at [www.dfg.ca.gov/biogeodata/cnddb/pdfs/spanimals.pdf](http://www.dfg.ca.gov/biogeodata/cnddb/pdfs/spanimals.pdf). Certain additional species, which you will find listed in Mandatory Condition A on the back of the SCP, are also considered Standard Exceptions. For new requests to take into captivity, capture and release, mark or kill any species listed in the Standard Exceptions, you will need additional written authorization to your SCP. New requests to work on Fully Protected species must be made by submitting the SCP Amendment form, a formal research proposal and associated scientific justification. The amendment form is available at [www.dfg.ca.gov/licensing/forms/](http://www.dfg.ca.gov/licensing/forms/). The proposed work should add to the body of existing scientific knowledge and aid recovery and conservation of the species. Legislation requires the Department to provide 30-day public notice about any proposed research on Fully Protected species. To satisfy the public notice requirement and allow for Department processing and review, please submit your request at least 52 weeks prior to your proposed start date.

### WHERE DO I GET FORMS?

The SCP Amendment Form, Notification of Intent to Collect for Scientific Purposes form, Report of Specimens Captured or Salvaged, Special Animals List or California Native Species Field Survey form may be accessed at the Department's websites listed above or by contacting the Department of Fish and Game, License and Revenue Branch at 1740 N. Market Blvd., Sacramento, CA 95834, telephone (916) 928-5849 or e-mail [spu@dfg.ca.gov](mailto:spu@dfg.ca.gov).



## RABIES EXPOSURE INFORMATION

The California Department of Public Health recommends precautions when handling specimens of wildlife that pose high-risk exposure to rabies. Species that represent a high risk for human rabies exposure (skunks, bats, foxes, raccoons, wild felids and canids) should be handled with the following precautions:

- Specimen handlers are strongly encouraged to obtain rabies pre-exposure prophylactic immunizations.
- Protective gloves and a face shield should be worn when collecting or handling specimens.
- Saliva and neurological tissue should be considered infectious. Gloves and instruments that may be contaminated with saliva or neurological tissue must be treated as infectious.
- If any injuries resulting in broken skin are contaminated with saliva or neurological tissue from a high-risk dead specimen, the person should immediately consult a physician about appropriate rabies prophylactic treatment.
- Specimens should be prepared by a taxidermist to reduce the potential risk.